

# RESOURCE GUIDE

**BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS,  
LAND SURVEYORS, CERTIFIED INTERIOR DESIGNERS &  
LANDSCAPE ARCHITECTS**



**October 2008 Edition**

*Virginia*

DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION

**9960 Mayland Drive, Suite 400  
Richmond, Virginia 23233  
(804) 367-8506**

<http://www.dpor.virginia.gov>

## **PURPOSE OF *RESOURCE GUIDE***

The Board is charged with regulating the practice of architecture, engineering, land surveying, interior design by Certified Interior Designers, and landscape architecture by Certified Landscape Architects/Landscape Architects for the “...preservation of the health, safety and welfare of the public” (see §§ 54.1-100 and 54.1-404 of the *Code of Virginia*). The practice of architecture, engineering, land surveying, interior design by Certified Interior Designers, and landscape architecture by Certified Landscape Architects/Landscape Architects involves many facets of design and other professional services. The General Assembly has determined, through the passing of various laws, that certain parts or practices related to these professions may only be provided by regulants duly licensed or certified by the Board. This *Guide* will help direct the user to pertinent laws and/or regulations affecting the providers of these services. Further, this document is intended to provide answers to common questions received by the Board office, as well as provide other important information, in a convenient location. If you have any comments about the *Resource Guide*, please contact us at <mailto:APELSCIDLA@dpor.virginia.gov>.

## **DISCLAIMER**

While we have done our best to be accurate with the information presented in this document, please note that the information contained herein is intended for informational purposes only and should not be relied on exclusively. As requirements may change over time, please refer to the regulations, current application and/or scheduling forms available on the Department website at <http://www.dpor.virginia.gov> for up-to-date information. For information from other state agencies, please visit their websites for up-to-date information. You may locate the websites for the other state agencies by visiting:

[http://www.virginia.gov/cmsportal2/government\\_4096/state\\_website\\_list.html](http://www.virginia.gov/cmsportal2/government_4096/state_website_list.html)

Included in this booklet are links to relevant excerpts from the *Code of Virginia*. Please note that the Virginia General Assembly is responsible for creating and amending the *Code*, not the Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects.

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## **PART I. BACKGROUND OF BOARD AND REGULANTS**

### **Overview of the Board**

The Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers, and Landscape Architects (APELSCIDLA Board) examines, licenses/certifies and regulates the approximately 37,000 Architects, Professional Engineers, Land Surveyors, Certified Landscape Architects, Certified Interior Designers, and related businesses (regulants). Summaries of the Board's entry requirements for Architects, Professional Engineers, Land Surveyors, Certified Landscape Architects, Certified Interior Designers, and related businesses are contained in Parts I through VI of this document. The Board is charged with regulating the practice of architecture, engineering, land surveying, interior design by Certified Interior Designers, and landscape architecture by Certified Landscape Architects/Landscape Architects for the "...preservation of the health, safety and welfare of the public" (see §§ 54.1-100 and 54.1-404 of the *Code of Virginia*).

The 13 members of the Board (three Architects, three Professional Engineers, three Land Surveyors, two Certified Interior Designers, and two Landscape Architects) are appointed by the Governor and may serve up to two consecutive four-year terms (see §§ 54.1-403 and 54.1-107 of the *Code of Virginia*).

As of June 1, 2008, the Board had the following number of regulants:

Architects	6774
Professional Engineers	24,885
Land Surveyors	1452
Certified Interior Designers	438
Landscape Architects	798
Firm Registrations	2682

Current information on number of regulants may be found at:

[http://www.dpor.virginia.gov/dporweb/reg\\_pop.pdf](http://www.dpor.virginia.gov/dporweb/reg_pop.pdf)

The Board's web-site (<http://www.dpor.virginia.gov>) contains the following information:

- ❖ Statutes and regulations;
- ❖ Contact information;
- ❖ Board meeting dates, agendas, and meeting minutes;
- ❖ Pending regulatory actions;
- ❖ Applications and newsletters;
- ❖ Exam information; and
- ❖ Links of interest.

You may contact the Board via the following:

APELSCIDLA Board  
Department of Professional & Occupational Regulation  
9960 Mayland Drive, Suite 400  
Richmond, VA 23233  
(804) 367-8506 or (804) 367-8512  
<http://www.dpor.virginia.gov>  
<mailto:APELSCIDLA@dpor.virginia.gov>

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### **Overview of Virginia Entry Requirements**

The entry standards for the five professions regulated by the APELSCIDLA Board are based on the concept of a “three-legged stool” – the “three legs of the stool” (also known as the three “E”s) that must be satisfied in order to become licensed or certified are: Education, Experience, and Examination. A summary of these standards may be found in Parts I through V (for each profession) of this *Resource Guide*.

\*\*\*\*\*

### **Architects**

In order to protect the health, safety and welfare of the public, the practice of architecture in Virginia is regulated through a licensure program (see § 54.1-300 of the *Code of Virginia*). Therefore, no one may call himself, or practice as, an *architect* without obtaining a valid architect license from the APELSCIDLA Board. Firms that offer and/or provide the services of architecture are required to register with the APELSCIDLA Board

Section 54.1-400 of the *Code of Virginia* defines the “practice of architecture” as follows:

“The ‘practice of architecture’ means any service wherein the principles and methods of architecture are applied, such as consultation, investigation, evaluation, planning and design, and includes the responsible administration of construction contracts, in connection with any private or public buildings, structures or projects, or the related equipment or accessories.”

In addition, § 54.1-406 of the *Code of Virginia* states:

**“§ 54.1-406. License required.**

“A. Unless exempted by § 54.1-401, 54.1-402, or 54.1-402.1, a person shall hold a valid license prior to engaging in the practice of architecture or engineering which includes design, consultation, evaluation or analysis and involves proposed or existing improvements to real property.

“Unless exempted by § 54.1-401, 54.1-402, or 54.1-402.1, a person shall hold a valid license prior to engaging in the practice of land surveying. . . .”

\*\*\*\*\*

The APELSCIDLA Board is a member of the National Council of Architectural Registration Boards (NCARB). NCARB develops the Architect Registration Examination which is used by regulatory boards in the licensure of architects and is responsible for the NCARB Intern-Development Program. In addition, NCARB also provides a records program to assist licensees in becoming licensed in various jurisdictions. You may contact NCARB at:

NCARB  
1801 K Street NW, Suite 700K  
Washington, DC 20006  
(202) 783-6500  
<http://www.ncarb.org>

\*\*\*\*\*

In order to become licensed as an Architect, an applicant shall:

- ❖ Possess a NAAB accredited professional degree in architecture;
- ❖ Successfully complete the NCARB Intern Development Program (to include 3 years of experience; at least 1 year in NCARB IDP Training Setting A);
- ❖ Submit three references;
- ❖ Take and pass the Board’s examination on regulations and statutes; and
- ❖ Pass all divisions of the NCARB Architect Registration Examination.

The information contained herein is intended for informational purposes only and should not be relied on exclusively. The detailed entry requirements are contained in Part III of the APELSCIDLA Board’s regulations.

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## **Professional Engineers**

In order to protect the health, safety and welfare of the public, the practice of engineering in Virginia is regulated through a licensure program (see § 54.1-300 of the *Code of Virginia*). Therefore, no one may call himself, or practice as, a *professional engineer* without obtaining a valid professional engineer license from the APELSCIDLA Board. Firms that offer and/or provide the services of engineering are required to register with the APELSCIDLA Board.

Section 54.1-400 of the *Code of Virginia* defines the “practice of engineering” as follows:

“The ‘practice of engineering’ means any service wherein the principles and methods of engineering are applied to, but are not necessarily limited to, the following areas: consultation, investigation, evaluation, planning and design of public or private utilities, structures, machines, equipment, processes, transportation systems and work systems, including responsible administration of construction contracts. The term ‘practice of engineering’ shall not include the service or maintenance of existing electrical or mechanical systems.”

In addition, § 54.1-406 of the *Code of Virginia* states:

**“§ 54.1-406. License required.**

“A. Unless exempted by § 54.1-401, 54.1-402, or 54.1-402.1, a person shall hold a valid license prior to engaging in the practice of architecture or engineering which includes design, consultation, evaluation or analysis and involves proposed or existing improvements to real property.

“Unless exempted by § 54.1-401, 54.1-402, or 54.1-402.1, a person shall hold a valid license prior to engaging in the practice of land surveying. . . .”

\*\*\*\*\*

The APELSCIDLA Board is a member of the National Council of Examiners for Engineering and Surveying (NCEES). NCEES develops the examinations which are used by regulatory boards in the licensure of professional engineers and land surveyors. In addition, NCEES also provides a records program to assist licensees in becoming licensed in various jurisdictions. You may contact NCEES at:

NCEES  
P.O. Box 1686 (280 Seneca Creek Rd.)  
Clemson, SC 29633-1686  
(800) 250-3196 or (864) 654-6824  
<http://www.ncees.org>

Information regarding the NCEES examinations may be found at:



NCEES Fundamentals of Engineering examination - <http://www.ncees.org/exams/fundamentals/>

NCEES Principles and Practice of Engineering examination - <http://www.ncees.org/exams/professional/>

\*\*\*\*\*

In order to become licensed as a Professional Engineer, an applicant shall:

- ❖ Possess the equivalent of an ABET accredited engineering technology degree, a non-approved engineering degree, a related science degree, an approved engineering technology degree, or an approved engineering degree;
- ❖ Document 4 to 20 years of qualifying engineering experience, depending on education;
- ❖ Submit three references;
- ❖ Possess the Engineer-In-Training designation (obtained by qualifying for, and passing, the NCEES Fundamentals of Engineering examination based on education and experience) \*;
- ❖ Take and pass the Board's examination on regulations and statutes; and
- ❖ Pass the NCEES Principles and Practice of Engineering examination.

\* Engineer-In-Training designation not required in all situations

The information contained herein is intended for informational purposes only and should not be relied on exclusively. The detailed entry requirements are contained in Part IV of the APELSCIDLA Board's regulations.

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## **Land Surveyors**

In order to protect the health, safety and welfare of the public, the practice of land surveying in Virginia is regulated through a licensure program (see § 54.1-300 of the *Code of Virginia*). Therefore, no one may call himself, or practice as, a *land surveyor* without obtaining a valid land surveyor license from the APELSCIDLA Board. Firms that offer and/or provide the services of land surveying are required to register with the APELSCIDLA Board.

Section 54.1-400 of the *Code of Virginia* defines the “practice of land surveying” as follows:

“The ‘practice of land surveying’ includes surveying of areas for a determination or correction, a description, the establishment or reestablishment of internal and external land boundaries, or the determination of topography, contours or location of physical improvements, and also includes the planning of land and subdivisions thereof. The term ‘planning of land and subdivisions thereof’ shall include, but not be limited to, the preparation of incidental plans and profiles for roads, streets and sidewalks, grading, drainage on the surface, culverts and erosion control measures, with reference to existing state or local standards.”

In addition, § 54.1-406 of the *Code of Virginia* states:

**“§ 54.1-406. License required.**

“A. Unless exempted by § 54.1-401, 54.1-402, or 54.1-402.1, a person shall hold a valid license prior to engaging in the practice of architecture or engineering which includes design, consultation, evaluation or analysis and involves proposed or existing improvements to real property.

“Unless exempted by § 54.1-401, 54.1-402, or 54.1-402.1, a person shall hold a valid license prior to engaging in the practice of land surveying. . . .”

Further, those land surveyors who obtain a license as a *Land Surveyor “B”* from the APELSCIDLA Board may also perform the following per § 54.1-408 of the *Code of Virginia*:

**“§ 54.1-408. Practice of land surveying; subdivisions.**

“In addition to the work defined in § 54.1-400, a land surveyor may, for subdivisions, site plans and plans of development only, prepare plats, plans and profiles for roads, storm drainage systems, sanitary sewer extensions, and water line extensions, and may perform other engineering incidental to such work, but excluding the design of pressure hydraulic, structural, mechanical, and electrical systems. The work included in this section shall involve the use and application of standards prescribed by local or state authorities. The land surveyor shall pass an examination given by the Board in addition to that required for the licensing of land surveyors as defined in § 54.1-400. Any land surveyor previously

licensed pursuant to subdivision (3) (b) of former § 54-17.1 may continue to do the work herein described without further examination.

“Except as provided, nothing contained herein or in the definition of ‘practice of land surveying’ in § 54.1-400 shall be construed to include engineering design and the preparation of plans and specifications for construction.”

\*\*\*\*\*

The APELSCIDLA Board is a member of the National Council of Examiners for Engineering and Surveying (NCEES). NCEES develops the examinations which are used by regulatory boards in the licensure of professional engineers and land surveyors. In addition, NCEES also provides a records program to assist licensees in becoming licensed in various jurisdictions. You may contact NCEES at:

NCEES  
P.O. Box 1686 (280 Seneca Creek Rd.)  
Clemson, SC 29633-1686  
(800) 250-3196 or (864) 654-6824  
<http://www.ncees.org>

Information regarding the NCEES examinations may be found at:

NCEES Fundamentals of Surveying examination - <http://www.ncees.org/exams/fundamentals/>

NCEES Principles and Practice of Surveying examination -  
<http://www.ncees.org/exams/professional/>

\*\*\*\*\*

In order to become licensed as a Land Surveyor, an applicant shall:

- ❖ Possess a high school diploma, completed a Board approved survey apprenticeship program, graduated from a 2 year surveying curriculum, possess a bachelor’s degree in a field unrelated to surveying, possess a bachelor’s degree in a field related to surveying, or possess a bachelor’s degree in a surveying or surveying technology curriculum;
- ❖ Document 4 to 12 years of qualifying land surveying experience, depending on education;
- ❖ Possess the Surveyor-In-Training designation (obtained by qualifying for, and passing, the NCEES Fundamentals of Land Surveying examination based on education and experience);
- ❖ Take and pass the Board’s examination on regulations and statutes; and
- ❖ Pass the NCEES Principles and Practice of Surveying and Virginia State Specific examinations.

In order to become licensed as a Land Surveyor “B,” an applicant shall:

- ❖ Hold a valid Land Surveyor license and provide evidence of 2 years of experience that is progressive in complexity in Land Surveyor “B” land surveying (see § 54.1-408) under the supervision of a Land Surveyor “B” or Professional Engineer;
- ❖ Have passed college level courses in hydraulics acceptable to the Board;
- ❖ Take and pass the Board’s examination on regulations and statutes; and
- ❖ Pass the Virginia Land Surveyor “B” examination.

The information contained herein is intended for informational purposes only and should not be relied on exclusively. The detailed entry requirements are contained in Part V of the APELSCIDLA Board’s regulations.

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## **Certified Interior Designers**

In order to protect the health, safety and welfare of the public, the practice of interior design in Virginia is regulated through a voluntary certification program (see § 54.1-300 of the *Code of Virginia*). Therefore, no one may call himself a *certified interior designer* without obtaining a valid interior designer certificate from the APELSCIDLA Board (see § 54.1-412 of the *Code of Virginia*). Firms that offer and/or provide the services of interior design by Certified Interior Designers are required to register with the APELSCIDLA Board.

Section 54.1-400 of the *Code of Virginia* defines the practice of “interior design” by a certified interior designer as follows:

“‘Interior design’ by a certified interior designer means any service rendered wherein the principles and methodology of interior design are applied in connection with the identification, research, and creative solution of problems pertaining to the function and quality of the interior environment. Such services relative to interior spaces shall include the preparation of documents for nonload-bearing interior construction, furnishings, fixtures, and equipment in order to enhance and protect the health, safety, and welfare of the public.”

\*\*\*\*\*

The APELSCIDLA Board is a member of the National Council for Interior Design Qualification (NCIDQ). NCIDQ develops the examination which is used by regulatory boards in the certification of interior designers. You may contact NCIDQ at:

NCIDQ  
1200 18<sup>th</sup> Street NW, Suite 1001  
Washington, DC 20036  
(202) 721-0220  
<http://www.ncidq.org>

\*\*\*\*\*

In order to become a Certified Interior Designer, an applicant shall:

- ❖ Have passed the National Council for Interior Design Qualification examination;
- ❖ Possess a 4 year degree from a FIDER/CIDA accredited school, or an equivalent accrediting organization, or a professional program approved by the Board;
- ❖ Take and pass the Board’s examination on regulations and statutes; and
- ❖ Have 2 years of monitored experience under a Certified Interior Designer, Architect, or Professional Engineer pursuant to 18 VAC 10-20-460.

The information contained herein is intended for informational purposes only and should not be relied on exclusively. The detailed entry requirements are contained in Part VII of the APELSCIDLA Board's regulations.

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## **Certified Landscape Architects**

In order to protect the health, safety and welfare of the public, the practice of landscape architecture in Virginia is regulated through a voluntary certification program (see § 54.1-300 of the *Code of Virginia*). Therefore, no one may call himself a *certified landscape architect*, or a *landscape architect*, without obtaining a valid landscape architect certificate from the APELSCIDLA Board (see § 54.1-409 of the *Code of Virginia*). Firms that offer and/or provide the services of landscape architecture by Certified Landscape Architects/Landscape Architects are required to register with the APELSCIDLA Board.

Section 54.1-400 of the *Code of Virginia* defines the “practice of landscape architecture” by a certified landscape architect, or a landscape architect, as follows:

“The ‘practice of landscape architecture’ by a certified landscape architect [or by a landscape architect] means any service wherein the principles and methodology of landscape architecture are applied in consultation, evaluation, planning (including the preparation and filing of sketches, drawings, plans and specifications) and responsible supervision or administration of contracts relative to projects principally directed at the functional and aesthetic use of land.”

Section 54.1-409 of the *Code of Virginia* states:

**“§ 54.1-409. Landscape architecture.**

“Resulting plans and specifications, submitted under the seal, stamp or certification of a certified landscape architect, shall be accepted for review by local and state authorities, in connection with both public and private projects. However, no landscape architect, unless he is also licensed as a land surveyor, shall provide boundary surveys, plats or descriptions for any purpose, except in conjunction with or under the supervision of an appropriately licensed professional, who shall provide certification, as required.

Landscape architects shall only engage in projects which they are qualified to undertake based on education, training, and examination and in accordance with the practice of landscape architecture as defined in § 54.1-400.

Nothing contained herein or in the definition of "practice of landscape architecture" in § 54.1-400 shall be construed to restrict or otherwise affect the right of any nurseryman, landscape designer, land planner, community planner, landscape gardener, golf course designer, turf maintenance specialist or any other similar person from engaging in such occupation, or from rendering any service in connection therewith that is not otherwise proscribed. No person shall hold himself out as, or use the title of, "landscape architect" or "certified landscape architect," unless he has been certified pursuant to the provisions of this chapter. . . .”

\*\*\*\*\*

The APELSCIDLA Board is a member of the Council of Landscape Architectural Boards (CLARB). CLARB develops the Landscape Architect Registration Examination which is used by regulatory boards in the certification of landscape architects. In addition, CLARB also provides a records program to assist certificate holders in becoming certified in various jurisdictions. You may contact CLARB at:

CLARB  
3949 Pender Drive, Suite 120  
Fairfax, VA 22030  
(571) 432-0332  
<http://www.clarb.org>

\*\*\*\*\*

In order to become a Certified Landscape Architect, an applicant shall:

- ❖ Have graduated from a LAAB accredited curriculum (BLA or MLA) and possess 3 years of acceptable experience; or
- ❖ Possess 8 years of combined education and experience in accordance with the Landscape Architect Equivalency Table; and
- ❖ Take and pass the Board's examination on regulations and statutes; and
- ❖ Pass the CLARB Landscape Architect Registration Examination.

The information contained herein is intended for informational purposes only and should not be relied on exclusively. The detailed entry requirements are contained in Part VI of the APELSCIDLA Board's regulations.

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## **Firm Registration**

Firms that offer and/or provide the services of architecture, engineering, land surveying, interior design by Certified Interior Designers, and/or landscape architecture by Certified Landscape Architects/Landscape Architects (or any combination thereof) are required to register with the APELSCIDLA Board. Contact the Virginia State Corporation Commission (SCC) for general information regarding business registration in the Commonwealth and review the APELSCIDLA Board's regulations for specific requirements for registration with the Board (available on our website along with the necessary application forms). The SCC may be reached at:

Office of the Clerk  
State Corporation Commission  
P.O. Box 1197 Richmond, VA 23218  
Phone: 804-371-9967  
Toll free (Virginia only): 1-800-552-7945  
<http://www.scc.virginia.gov/division/clk/index.htm>

Firms that offer the services of architecture, engineering, land surveying, interior design by Certified Interior Designers, and/or landscape architecture by Certified Landscape Architects/Landscape Architects (or any combination thereof) are not required to form as a professional corporation or professional limited liability company (see § 54.1-411 of the *Code of Virginia*); however, they may do so if they elect.

In addition, § 54.1-406 of the *Code of Virginia* states:

**“§ 54.1-406. License required.**

...

“B. Unless exempted by § 54.1-402, any person, partnership, corporation or other entity offering to practice architecture, engineering, or land surveying without being registered or licensed in accordance with the provisions of this chapter, shall be subject to the provisions of § 54.1-111 of this title.

“C. Any person, partnership, corporation or other entity which is not licensed or registered to practice in accordance with this chapter and which advertises or promotes through the use of the words "architecture," "engineering" or "land surveying" or any modification or derivative thereof in its name or description of its business activity in a manner that indicates or implies that it practices or offers to practice architecture, engineering or land surveying as defined in this chapter shall be subject to the provisions of § 54.1-111. . . .”

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## **PART II. ENFORCEMENT PROCESS**

### **Complaint Process**

#### **Time For Filing A Complaint**

Any complaint against a regulant for any violation of statutes or regulations pertaining to the regulatory boards, in order to be investigated by the Department, shall be made in writing, or otherwise made in accordance with Department procedures, and received by the Department within three years of the act, omission or occurrence giving rise to the violation.

Where a regulant has materially and willfully misrepresented any information required by statute or regulations to be disclosed to a complainant and the information so misrepresented is material to the establishment of the violation, the complaint may be made at any time within two years after discovery of the misrepresentation.

#### **Filing A Complaint**

The Compliance and Investigations Division of the Department of Professional and Occupational Regulation (the "Department") reviews complaints to determine whether the Department is authorized to process the complaint. The Department will only process complaints against individuals or businesses that are subject to the laws or regulations of regulatory boards within the Department.

#### **What Happens When You File A Complaint**

NOTE: The Department cannot guarantee anonymity.

By law, all complaints received by the Department are subject to public disclosure once a case is closed. Therefore, if you wish to file a complaint anonymously, please do not include any personal information on the complaint form or any supplemental documents that reveal your identity. While the Department may accept an anonymous complaint, it will not proceed if it lacks sufficient information to support a regulatory or criminal violation.

The complaint will be reviewed to determine whether a violation of a law or board regulation may have occurred. If the evidence supports a probable violation of a law or board regulation, the complaint will be processed by the Compliance and Investigations Division. The complaint may be resolved informally or investigated further. You may be asked to provide additional information.

If the investigation shows probable cause that a violation occurred, (1) the appropriate regulatory board may take action to require remedial education, impose a fine, suspend or revoke the license, or fail to renew a license, or (2) criminal action may be taken if the individual or

business is not licensed. You may be asked to appear in court or at a disciplinary proceeding to provide testimony for the case.

If the investigation does not show probable cause that a violation occurred, the case will be closed.

In some instances, the Department may offer mediation as a means of alternative dispute resolution regarding complaints against licensees. A regulatory board CANNOT require any individual or business to refund money, correct deficiencies, or provide other personal remedies. In some cases, a legal action may be your only recourse to resolve a matter. The Department cannot provide legal advice.

For more information, to request a complaint form, or to file a complaint, contact us at:

Department of Professional and Occupational Regulation  
Compliance and Investigations Division  
Complaint Analysis and Resolution  
9960 Mayland Drive, Suite 400  
Richmond, VA 23233-1463

Telephone: (804) 367-8504  
TDD: (804) 527-4290  
Fax: (804) 527-4405  
Email: [complaintanalysis@dpor.virginia.gov](mailto:complaintanalysis@dpor.virginia.gov)

The Department considers all complaints important. The processing of the complaint will be conducted in as timely a manner as possible. Complaints that allege an immediate threat to public safety will be given priority.

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### **Authority Over Unlicensed Practitioners**

The APELSCIDLA Board has the authority to issue cease and desist orders for persons: practicing or offering to practice as an architect, professional engineer, or land surveyor when such person is not licensed; or holding himself out as a landscape architect or certified landscape architect or certified interior designer when such person is not certified by the Board (see § 54.1-402.2 of the *Code of Virginia*). Each complaint regarding an allegation of unlicensed activity will be evaluated and the most appropriate course of action will be selected. If it is decided that the issuance of a cease and desist order is the most appropriate avenue for resolution of the complaint, the guidelines the Board will follow are described below:

1. Cases will be reviewed and processed by the Department of Professional and Occupational Regulation (DPOR).

2. Once the investigation has been conducted and probable cause has been found, a report will be forwarded to the Board for placement on the meeting agenda.
3. At the meeting, the Board will review the documents provided to them and issue a cease and desist order if appropriate. The order is effective upon entry unless the respondent files an appeal with the Board within 21 days.
  - ❖ If the respondent ceases to practice, the case is closed;
  - ❖ If the respondent continues to practice, DPOR may seek criminal prosecution pursuant to §§ 54.1-306 and 54.1-111 of the *Code of Virginia*.
4. If an appeal is filed, the matter will be referred to DPOR to conduct an Informal Fact-Finding Conference (IFF) and then proceed to the Board for a case decision.

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**PART III.**  
**LICENSING, CERTIFICATION, AND REGISTRATION; RENEWALS AND**  
**CONTINUING EDUCATION; & VERIFICATIONS**

**Renewals**

Please note that licenses and certificates issued by the APELSCIDLA Board to individuals are valid for two years from the end of the month in which issued or reinstated. Registrations for firms expire on December 31 of odd-numbered years and registrations for associated branch offices expire at the end of February of even-numbered years.

Licenses, certificates and registrations are renewable every two years. The APELSCIDLA Board mails renewal notices to all regulants; however, regulants are ultimately responsible for the renewal of their license, certificate or registration even if they do not receive a renewal notice. If you move or have your address changed due to post office renumbering or implementation of an Emergency 911 system, you should notify the APELSCIDLA Board and not rely on the postal service to forward your renewal notice. The late renewal or reinstatement of a license, certificate or registration could result in fines, having to complete application forms, or in certain cases, submitting to retesting. Changes of address may be sent to:

APELSCIDLA Board  
DPOR  
9960 Mayland Drive, Suite 400  
Richmond, VA 23233

Changes of address may also be sent via facsimile to the attention of the APELSCIDLA Board at (804) 527-4294, or sent via e-mail to <mailto:APELSCIDLA@dpor.virginia.gov>. Changes of address are not accepted by telephone.

\*\*\*\*\*

**Continuing Education**

The Board is in the process of developing regulations for mandatory continuing education in order to renew or reinstate an architect, professional engineer, or land surveyor license. The 2006 General Assembly passed legislation directing the Board to implement a mandatory continuing education program for architects, professional engineers, and land surveyors (see § 54.1-404.2 of the *Code of Virginia*). The law was enacted on July 1, 2006, and the Board initiated the process to promulgate the necessary regulations for the program on September 7, 2006. As the Board is still in the process of promulgating regulations, mandatory continuing education is not required at this time.

You may track the development of the regulations via this link:

<http://www.townhall.virginia.gov/L/ViewAction.cfm?actionid=2230>

Interior Designer and Landscape Architect Certificate holders are not responsible for meeting the continuing education requirements.

\*\*\*\*\*

### **Verifications/Certifications of Registration/Licensure**

Often regulants of the Virginia Board find it necessary to become licensed in another state. When this happens, the other state board usually requires that you have your base state verify/certify your registration. Sometimes the other state board will have a form that the applicant is to send to the base state for completion, or the other state will include in its instructions the requirement that the applicant independently obtain verification of his registration in the base state. Either way, the Virginia Board office is often inundated with telephone calls inquiring about the proper procedure for getting the verification to the other state. The following commonly asked questions and answers will address some of your questions concerning this process:

*Is there a fee charged by the Virginia Board for processing a verification of registration?* Yes. The fee is \$25 made payable to the "Treasurer of Virginia." The fee must be received before the certification of registration will be sent to the other state board.

*The other state board has already forwarded the verification form to Virginia. What do I need to do?* Once we receive the verification form from the other state board, we will send you a letter requesting the \$25 fee. You may, however, proceed with sending the fee to our office with a letter telling us that the fee is for a verification and indicate what state it is for. Please remember to include your license number on all correspondence sent to the Board office.

*The other state board does not provide a form for the verification. What should I do?* Send us a letter indicating that you need a verification of registration and let us know the jurisdiction and the address to which you need it sent. Include the \$25 fee with the letter. As always, include your license number on all correspondence.

*Do I need to complete any part of the form?* Yes. You must complete the portion of the form that asks for your name, address, social security number, and birth date.

*Can the Virginia Board send the verification form directly to me once it is completed?* It is our practice to send the verification form to the other state board.

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**PART IV.  
OVERLAP OF PRACTICE; INCIDENTAL WORK; COMPETENCY; AND  
EXEMPTIONS**

**Overlap of Practice**

While the *Code of Virginia* defines the areas of practice of each profession (see Chapter 4 of Title 54.1 of the *Code of Virginia*), please note that the areas of practice for each profession are not exclusive; there is some overlap among the definitions for the areas of practice for each profession so, therefore, there is some overlap among the practice of the professions as permitted by law. For additional information pertaining to the overlap of practice, also see the sections related to *Incidental Work* and *Competency* which are found in Part VII of this *Resource Guide*.

\*\*\*\*\*

**Incidental Work**

Architects and Professional Engineers may practice other professions provided they comply with the provisions of § 54.1-401 of the *Code of Virginia* and provided they are competent to do so (per regulation 18 VAC 10-20-730):

**“§ 54.1-401. Exemptions.**

“The following shall be exempted from the provisions of this chapter:

“1. Practice of professional engineering and land surveying by a licensed architect when such practice is incidental to what may be properly considered an architectural undertaking.

“2. Practice of architecture and land surveying by a licensed professional engineer when such practice is incidental to an engineering project. . . .”

The determination of whether the work is incidental to a project is a question of fact to be determined in each case.

\*\*\*\*\*

**Competency**

In addition to only practicing within the areas of practice for each profession as defined by the *Code of Virginia* (see Chapter 4 of Title 54.1 of the *Code of Virginia*), please note that each regulant is required to be competent in their area of practice per regulation 18 VAC 10-20-730:

**“18 VAC 10-20-730. Competency for assignments.**



- “A. The professional shall undertake to perform professional assignments only when qualified by education or experience, or both, and licensed or certified in the profession involved. Licensed professionals may perform assignments related to landscape architecture or interior design provided they do not hold themselves out as certified in either of these professions unless they are so certified by this board. The professional may accept an assignment requiring education or experience outside of the field of the professional's competence, but only to the extent that services are restricted to those phases of the project in which the professional is qualified. All other phases of such project shall be the responsibility of licensed or certified associates, consultants or employees.
- “B. A professional shall not misrepresent to a prospective or existing client or employer his qualifications and the scope of his responsibility in connection with work for which he is claiming credit.
- “C. The professional shall adhere to the minimum standards and requirements pertaining to the practice of his own profession, as well as other professions if incidental work is performed.”

\*\*\*\*\*

### **Exemptions to Licensure**

The following Sections of the *Code of Virginia* contain various exemptions to licensure:

**§ 54.1-401. Exemptions.**

**§ 54.1-402. Further exemptions from license requirements for architects and professional engineers.**

**§ 54.1-402.1. State and local government employees; license exemptions for persons employed prior to March 8, 1992.**

**§ 54.1-409. Landscape architecture. (see second paragraph)**

**§ 54.1-412. Applicability.**

\*\*\*\*\*

### **Using the Work of Another Regulant**

If a regulant wishes to use the work of another regulant, they must comply with the provisions of regulation 18 VAC 10-20-740:

**“18 VAC 10-20-740. Professional responsibility.**

- ...
- “D. A regulant shall not utilize the design, drawings, specifications, or work of another regulant to complete the design, drawings, specifications, or work, or to replicate like design, drawings, specifications, or work without the knowledge and written consent of the person or organization that owns the design, drawings, specifications, or work.
- “E. A professional who has received permission to modify or otherwise utilize the designs, drawings, specifications, or work of another professional pursuant to subsection D of this section may seal that work only after a thorough review of the design, drawings, specifications, or work to the extent that full responsibility shall be assumed for all design, drawings, specifications, or work.
- “F. The information contained in recorded plats or surveys may be utilized by another professional without permission. If modifications are made to the plats or surveys, the professional must conduct a thorough review and verification of the work to the extent that full responsibility shall be assumed for any changes or modifications to the plats or surveys.”

\*\*\*\*\*

**Sealing Requirements**

A regulant must comply with the provisions of regulation 18 VAC 10-20-760 (and the definition of “Direct control and supervision” as contained in regulation 18 VAC 10-20-10) when sealing (or not sealing) their work:

**“18 VAC 10-20-760. Use of seal.**

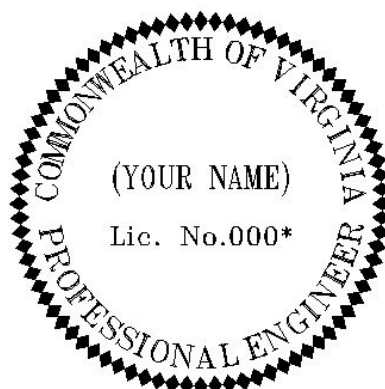
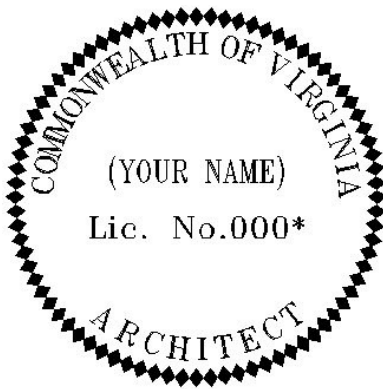
- “A. The application of a professional seal shall indicate that the professional has exercised direct control and personal supervision over the work to which it is affixed. Therefore, no professional shall affix a name, seal or certification to a plat, design, specification or other work constituting the practice of the professions regulated which has been prepared by an unlicensed or uncertified person unless such work was performed under the direct control and personal supervision of the professional while said unlicensed or uncertified person was an employee of the same firm as the professional or was under written contract to the same firm that employs the professional. If

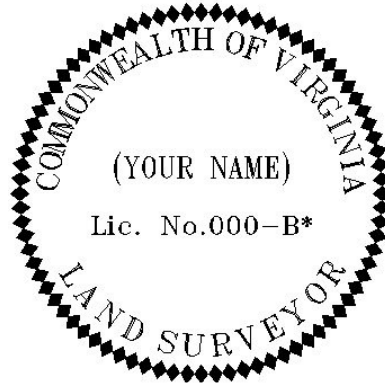
the original professional of record is no longer employed by the regulant or is otherwise unable to seal completed professional work, such work may be sealed by another professional, but only after a thorough review of the work by the professional affixing the professional seal to verify that the work has been accomplished to the same extent that would have been exercised if the work had been done under the direct control and personal supervision of the professional affixing the professional seal.

- “B. An appropriately licensed or certified professional shall apply a seal to final and complete original cover sheets of plans, drawings, plats, technical reports and specifications and to each original sheet of plans, drawings or plats, prepared by the professional or someone under his direct control and personal supervision.
  - “1. All seal imprints on the cover or first sheet of final documents shall bear an original signature and date. “Final Documents” are completed documents or copies submitted on a client’s behalf for approval by authorities or recordation. In such cases, the cover sheet of the documents or copies shall contain a list of drawings or plats included in the set on which a seal, original signature and date shall be affixed for all regulated disciplines. Every page of the submission, other than the cover, may be reproduced from originals which contain the seal, original signature and date by each discipline responsible for the work.
    - “a. An electronic seal, signature and date are permitted to be used in lieu of an original seal, signature and date when the following criteria, and all other requirements of this section, are met:
      - “1. It is a unique identification of the professional;
      - “2. It is verifiable; and
      - “3. It is under the professional’s direct control.
    - “b. A professional should not seal original documents made of mylar, linen, sepia, or other materials, or which are transmitted electronically, which can be changed by the person or entity with whom the documents are filed, unless the professional accompanies such documents with a signed and sealed letter making the recipient of such documents aware that copies of the original documents as designed by the professional have been retained by the professional and that the professional cannot assume responsibility for any subsequent changes to the reproducible original documents,

which are not made by the professional or those working under his direct control and personal supervision.

- “2. Incomplete plans, documents and sketches, whether advance or preliminary copies, shall be so identified on the plan, document or sketch and need not be sealed, signed or dated.
- “3. All plans, drawings or plats prepared by the professional shall bear the professional’s name or firm name, address and project name.
- “4. The seal of each professional responsible for each profession shall be used and shall be on each document that was prepared under the professional’s direction and for which that professional is responsible. If one of the exemptions found in § 54.1-402 of the Code of Virginia, as amended, is applicable, a professional licensed or certified by this board shall nevertheless apply his seal to the exempt work.
- “5. Application of the seal and signature indicates acceptance of responsibility for work shown thereon.
- “6. The seal shall conform in detail and size to the design illustrated below and shall be two inches in diameter. The designs below may not be shown to scale:





“\* The number referred to is the last six-digit number as shown on the license or certificate. The number is permanent. Leading zeros contained in the six-digit number may be omitted from the seal.”

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**PART V.  
RELATED ISSUES**

**Expert Witness Testimony**

In Virginia, it is up to the courts to determine if an individual qualifies as an expert witness. If the expert witness testimony involves the statutorily defined practice of any of the licensed professions (architecture, engineering, or land surveying) regulated by the APELSCIDLA Board (see Chapter 4 of Title 54.1 of the *Code of Virginia*), then the appropriate Virginia license is required unless an exemption contained in §§ 54.1-401, 54.1-402, or 54.1-402.1 of the *Code of Virginia* is applicable.

When serving as an expert witness, a regulant of the Virginia Board must comply with subsection B of regulation 18 VAC 10-20-700 which states:

**18 VAC 10-20-700. Public statements.**

...

“B. When serving as an expert or technical witness, the professional shall express an opinion only when it is based on an adequate knowledge of the facts in the issue, on a background of competence in the subject matter, and upon honest conviction. Except when appearing as an expert witness in court or an administrative proceeding when the parties are represented by counsel, the professional shall issue no statements, reports, criticisms, or arguments on matters relating to professional practice which are inspired or paid for by an interested party or parties, unless the regulant has prefaced the comment by disclosing the identities of the party or parties on whose behalf the professional is speaking, and by revealing any self-interest. . . .”

\*\*\*\*\*

**Design-Build**

The APELSCIDLA Board does not prohibit the use of design-build services. The provision of such services is subject to §§ 54.1-406 (APELSCIDLA Board) and 54.1-1103 (Board for Contractors) of the *Code of Virginia*:

**“§ 54.1-406. License required.**

...

“F. Notwithstanding the provisions of this section, a contractor who is licensed pursuant to the provisions of Chapter 11 (§ 54.1-1100 et seq.) of this title shall not be required to be licensed or registered to practice in accordance with this chapter when bidding upon or negotiating design-build contracts or performing services other than architectural, engineering or land surveying services under a design-build contract. The architectural, engineering or land surveying services offered or rendered in connection with such

contracts shall only be rendered by an architect, professional engineer or land surveyor licensed in accordance with this chapter.”

**“§ 54.1-1103. Necessity for license; requirements for water well drillers and landscape irrigation contractors; exemption.**

...

“D. Notwithstanding the other provisions of this section, an architect or professional engineer who is licensed pursuant to Chapter 4 (§ 54.1-400 et seq.) of this title shall not be required to be licensed or certified to engage in, or offer to engage in, contracting work or operate as an owner-developer in the Commonwealth in accordance with this chapter when bidding upon or negotiating design-build contracts or performing services other than construction services under a design-build contract. However, the construction services offered or rendered in connection with such contracts shall only be rendered by a contractor licensed or certified in accordance with this chapter...”

\*\*\*\*\*

**Private Investigator License**

A Private Investigator license is not needed to perform investigative work as an Architect or Professional Engineer pursuant the provisions of subsection 15 of § 9.1-140-15 of the *Code of Virginia* which exempts Architects and Professional Engineers licensed by the APELSCIDLA Board from needing such a license:

**“§ 9.1-140-15 Exemptions from article; training requirements for out-of-state central station dispatchers.**

“The provisions of this article [licensure as a Private Investigator] shall not apply to . . .

“15. Any professional engineer or architect licensed in accordance with Chapter 4 (§ 54.1-400 et seq.) of Title 54.1 to practice in the Commonwealth, or his employees.”

\*\*\*\*\*

**Good Samaritan Law**

Section 8.01-226.2 of the *Code of Virginia* defines civil immunity for licensed professional engineers and licensed architects who assist without charge or compensation as follows:

**“§ 8.01-226.2. Civil immunity for licensed professional engineers and licensed architects participating in rescue or relief assistance.**

“Any licensed professional engineer or licensed architect who, in good faith and without charge or compensation, utilizes his professional skills in providing rescue or relief assistance at the scene of or in connection with a natural or manmade disaster or other life-threatening emergency, shall not be liable for any civil damages for acts or omissions on his part resulting from the rendering of such assistance or professional services in the absence of gross negligence or willful misconduct.”

\*\*\*\*\*

### **Library of Virginia’s – Standards for Plats**

The Library of Virginia has issued *Standards for Plats* effective October 1, 1991, which state the following:

#### **“17 VAC 15-60-10. Statement of applicability.**

“These standards shall apply to all plats and maps submitted for recordation in the circuit courts of the Commonwealth.

#### **“17 VAC 15-60-20. Recording medium.**

“Documents size shall be between 8 ½ X 11 and 18 X 24 inches, and the scale shall be appropriate to the size of the paper. Original plats shall be inscribed on either translucent or opaque paper, polyester or linen. The background quality for opaque paper shall be uniformly white, smooth in finish, unglazed, and free of visible watermarks or background logos. Only the original or a first generation unreduced black or blue line copy of the original plat drawing, which meets the quality inscription standards noted below and has the stamp and original signature of the preparer, shall be submitted for recordation.

“A plat prepared prior to 1986 which is being entered as reference can be recorded if the current landowner's notarized signature appears on the plat. Changes or alterations made to any original plat must be accompanied by the stamp and signature of the preparer who did the changes/alterations. Any plats exempted from this chapter under the Code of Virginia can be recorded with the notarized signature of the original preparer.

#### **“17 VAC 15-60-30. Quality inscription standards.**

“Color of original inscription shall be black or blue and be solid, uniform, dense, sharp, and unglazed. Signatures shall be in dark blue or black ink. Lettering shall be no less than 1/10 inch or 2.54 mm in height. Lettering and line weight shall be no less than .013 inches or .3302 mm. Letter and line spacing for control pencil drawings shall be no less than .050 inches and for ink drawings no less than .040 inches. The drawing substance must be either wet ink or control pencil but not a combination thereof. Good drafting practices shall be followed when eliminating ghost lines and when doing erasures, and all shading and screening



shall be eliminated over written data. Inscriptions shall meet standards established herein, and Engineering Drawing and Related Documentation Practices - Line Conventions and Lettering (ANSI Y14.2M - 1987), Technical Drawing - Lettering - Part I: Currently Used Characters (ISO 309 8/1-1974) Technical Drawings - Sizes and Layout of Drawing Sheets ISO 5457 - 1980 shall be consulted as guidelines.

**“17 VAC 15-60-40. Format for copies.**

“Margins shall be at least ¼ inch on all sides, and inscriptions are to be made on only one side of the paper. All drawings shall have centering marks on each side, adjacent and outside the margins. Match lines or grid tics delineating 8 ½ X 11 inch sections shall be inscribed on all plats larger than 8 ½ X 11 inches, to create the least number of grid blocks possible and be located adjacent and inside the margins. Continuation sheets of multi-sheet drawings shall be the same size as the first sheet.

**“17 VAC 15-60-50. Recording standards.**

“Recordation inscriptions shall be by clerk's printed certificate, stamping, typing or handwriting and shall conform to the quality inscription standards noted above.

**“17 VAC 15-60-60. Exclusion.**

“A first generation copy of an original plat drawing dated prior to July 1, 1986, shall be admitted to record subject to the requirements of 17VAC15-60-20.

**“17 VAC 15-60-70. Note.**

“Where a plat is submitted as part of an instrument, these plat standards shall apply to such plat.”

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**Building Officials and Building Code**

The APELSCIDLA Board does not have authority over building officials as the provisions of subsection A of § 54.1-410 of the *Code of Virginia* expressly prohibit the APELSCIDLA Board from limiting the authority of public officials:

**“§ 54.1-410. Other building laws not affected; duties of public officials.**

“A. Nothing contained in this chapter or in the regulations of the [APELSCIDLA] Board shall be construed to limit the authority of any public official authorized by law to approve plans, specifications or calculations in connection with improvements to real property. [emphasis

added] This shall include, but shall not be limited to, the authority of officials of local building departments as defined in § 36-97, to require pursuant to the Uniform Statewide Building Code, state statutes, local ordinances, or code requirements that such work be prepared by a person licensed or certified pursuant to this chapter.

“B. Any public body authorized by law to require that plans, specifications or calculations be prepared in connection with improvements to real property shall establish a procedure to ensure that such plans, specifications or calculations be prepared by an architect, professional engineer, land surveyor or landscape architect licensed, certified or authorized pursuant to this chapter in any case in which the exemptions contained in §§ 54.1-401, 54.1-402 or § 54.1-402.1 are not applicable.

“Drafting of permits, reviewing of plans or inspection of facilities for compliance with an adopted code or standard by any public body or its designated agent shall not require the services of an architect, professional engineer, land surveyor or landscape architect licensed or certified pursuant to this chapter.”

\*\*\*\*\*

Building officials (employees of local governments) are certified and regulated by the Department of Housing and Community Development. You may contact the Department of Housing and Community Development at:

Training and Certification Office  
Division of Building and Fire Regulation  
Department of Housing and Community Development  
501 North 2<sup>nd</sup> Street  
Richmond, VA 23219-1321  
(804) 371-7180  
<http://www.dhcd.virginia.gov>

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Virginia’s building code is the *Virginia Uniform Statewide Building Code* (USBC). The Department of Housing and Community Development (DHCD) promulgates and is responsible for the USBC.

The Division of Building and Fire Safety of DHCD administers and carries out the building codes and regulations through the programs listed below:

- ❖ The *Virginia Uniform Statewide Building Code* prescribes building regulations to be complied with when constructing, repairing, renovating, maintaining and/or changing the use of buildings and structures.
- ❖ The *Industrialized Building Regulations* provide for the administration and enforcement of uniform statewide standards for the design, construction, inspection and certification of industrialized or modular buildings, wherever produced.
- ❖ The *Manufactured Home Safety Regulations* and the Virginia Manufactured Housing Licensing and Transaction Recovery Funds regulate codes and regulations for manufactured housing.
- ❖ The *Virginia Amusement Device Program* prescribes uniform statewide regulations for the construction, maintenance, inspection, and operation of amusement devices, whether mobile or affixed to a site.

The USBC contains the building regulations that must be complied with when constructing a new building, structure, or an addition to an existing building. They must also be used when maintaining or repairing an existing building, or renovating or changing the use of a building or structure. The USBC is comprised of three parts known as:

Virginia Construction Code (USBC, Part I);  
 Virginia Rehabilitation Code (USBC, Part II); and  
 Virginia Maintenance Code (USBC, Part III).

For more information about the USBC, contact: USBC@dhcd.virginia.gov or call (804) 371-7160 or visit:

[http://www.dhcd.virginia.gov/StateBuildingCodesandRegulations/Virginia\\_Uniform\\_Statewide\\_Building\\_Code.htm](http://www.dhcd.virginia.gov/StateBuildingCodesandRegulations/Virginia_Uniform_Statewide_Building_Code.htm).

You may contact the Department of Housing and Community Development at:

State Building Code Office  
 Division of Building and Fire Safety  
 Department of Housing and Community Development  
 501 North 2<sup>nd</sup> Street  
 Richmond, VA 23219-1321  
 (804) 371-7160  
<http://www.dhcd.virginia.gov>

\*\*\*\*\*

The Virginia State Fire Marshal's Office is also located in the Department of Housing and Community Development. You may contact the State Fire Marshal's Office at:

State Fire Marshal's Office  
Division of Building and Fire Regulation  
Department of Housing and Community Development  
501 North 2<sup>nd</sup> Street  
Richmond, VA 23219-1321  
(804) 371-7170  
<http://www.dhcd.virginia.gov>

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### **Miss Utility of Virginia**

In 1994, the Underground Utility Damage Prevention Act ("Act"), authorized the State Corporation Commission ("Commission") to enforce the provisions of the law and assist with programs such as public awareness and training to further damage prevention in Virginia. The State Corporation Commission promulgated rules in 1994, in accordance with the Act. The rules were amended in 2001 and 2004 to further detail certain standards and requirements for the protection of underground utility lines and conform the rules to the Act as amended. The Goals of the Act are to prevent loss of life, injuries, damage to property and the environment and economic loss caused by damage to underground utility lines, and to protect from damage thousands of miles of underground utility lines that provide essential services to Virginia citizens and businesses.

Utility Marking Phone: 811

Division of Utility and Railroad Safety  
P.O. Box 1197  
Richmond, Virginia 23218  
Phone: (804) 371-9980  
TDD: (804) 371-9206  
(within Virginia) 1-800-552-7945  
Fax: (804) 371-9734

Division of Utility and Railroad Safety  
Tyler Building, 4th floor  
1300 E. Main St.  
Richmond, Virginia 23219  
<http://www.scc.virginia.gov/urs/mutility/index.aspx>

## **PART VI.**

## APPENDIX.

### **Links to Other Related Federal, State, and Local Agencies**

Please note that while regulants of the APELSCIDLA Board must comply with the regulations of the Board in the practice of their profession, they are also subject to additional requirements from other federal, state, and/or local agencies. It is each regulant's responsibility to research the appropriate requirements and comply with such requirements in the conduct of their profession.

The following list of relevant Virginia state agencies/regulatory bodies following may have requirements that you will need to comply with in the conduct of your profession. Please note that this list is intended only as a starting point and is not an all inclusive list.

Below are links to the *Code of Virginia*, as well as the Library of Virginia's *Standards of Plats*. You will also find links to relevant Virginia state agencies/regulatory bodies which may have requirements that you will need to comply with in the conduct of your profession. Please note that this list is intended only as a starting point and is not an all inclusive list:

Relevant Portions of the *Code of Virginia*:

Code of Virginia Searchable Database

<http://leg1.state.va.us/000/src.htm>

Chapter 4 of Title 54.1

<http://leg1.state.va.us/cgi-in/legp504.exe?000+cod+TOC540100000040000000000000>

Section 13.1-549

<http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+13.1-549>

Section 13.1-1111

<http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+13.1-1111>

Department of Conservation and Recreation – Virginia Soil and Water Conservation Board and regulations pertaining to erosion and sediment control, stormwater management, dam safety, and Chesapeake Bay Local Assistance:

Department of Conservation and Recreation

203 Governor Street

Richmond, VA 23219-2094

(804) 786-1712

<http://www.dcr.virginia.gov>

Department of Environmental Quality – Virginia Waste Management Board, State Air Pollution Control Board, and the State Water Control Board:

Department of Environmental Quality  
629 East Main Street  
P.O. Box 1105  
Richmond, VA 23218  
(804) 698-4000 or  
toll-free in Virginia  
1-800-592-5482  
<http://www.deq.virginia.gov>

Department of General Services - Design-Build/Construction Management Review Board and Division of Engineering and Buildings (for state capital outlay projects):

Division of Engineering and Buildings  
Department of General Services  
202 North 9th Street, 4th Floor  
Richmond, VA 23219  
(804) 786-3263  
<http://dgs.virginia.gov/DivisionofEngineeringandBuildings/tabid/55/Default.aspx>

Department of Health – biosolids, sewage, drinking water, and *Certificates of Public Need* for Virginia medical care facilities:

Virginia Department of Health  
P.O. Box 2448  
Richmond, VA 23218-2448  
  
109 Governor Street  
Richmond, VA 23219  
(804) 864-7001  
<http://www.vdh.state.va.us/index.htm>

Department of Housing and Community Development - Virginia Amusement Device Regulations, Virginia Statewide Fire Prevention Code, Virginia Uniform Statewide Building Code, Virginia Industrialized Building Safety Regulations, and Virginia Manufactured Home Safety Regulations:

Department of Housing and Community Development  
501 North 2<sup>nd</sup> Street  
Richmond, VA 23219-1321  
(804) 371-7000  
<http://www.dhcd.virginia.gov>

Department of Labor and Industry – Safety and Health Codes Board and regulations regarding boiler and pressure vessels:

Virginia Department of Labor and Industry  
13 South Thirteenth Street  
Richmond, VA 23219-4101  
(804) 371-2327  
<http://www.doli.virginia.gov>

Library of Virginia:

Library of Virginia  
800 East Broad Street  
Richmond, VA 23219-8000  
<http://www.lva.lib.va.us>

Department of Mines, Minerals and Energy:

Department of Mines, Minerals and Energy  
Ninth Street Office Building, 8th Floor  
202 North Ninth Street  
Richmond, VA 23219-3402  
(804) 692-3200  
<http://www.dmme.virginia.gov>

Department of Professional and Occupational Regulation – Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects; Virginia Board for Asbestos, Lead, and Home Inspectors; Board for Contractors; Board for Geology; Board for Professional Soil Scientists and Wetland Professionals; Board for Waste Management Facility Operators; and Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals:

Department of Professional and Occupational Regulation  
9960 Mayland Drive, Suite 400  
Richmond, VA 23233-1485  
(804) 367-8500  
<http://www.dpor.virginia.gov>

Department of Transportation:

Virginia Department of Transportation  
1401 E. Broad St.

Richmond, VA 23219  
(804) 786-2801  
<http://www.virginiadot.org>

State Corporation Commission – utilities and business registration:

Office of the Clerk  
State Corporation Commission  
P.O. Box 1197 Richmond, VA 23218  
Phone: 804-371-9967  
Toll free (Virginia only): 1-800-552-7945  
<http://www.scc.virginia.gov/division/clk/index.htm>

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